

## Program Questions: DOL - Existing Employee Training Program (EET)

### Q\_9411

Does the Applicant attest it is a private sector for-profit entity, including a corporation, LLC, and LLP or a private sector not-for-profit (NFP) entity?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_8746

Does the Applicant attest it is in good standing with regard to the laws, rules and regulations for UI, WARN, Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_13112

Does the Applicant have two (2) or more full-time employees or the equivalent of two (2) full-time employees throughout the duration of the contract (these equivalent employees may work part-time as long as it is a permanent, year-round position whose work performance is integral to the service or product provided by the business and who is economically dependent on the business)?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9261

Was the application developed by the Applicant and all language therein is presented at the request of the Applicant? The use of a grant writer is acceptable, only if the Applicant and not the grant writer, commits to implementing the training listed in the application, if the application is successful.

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9262

Does the Applicant agree to submit reports to NYSDOL on an as needed basis for the purposes of meeting federal and NYS reporting requirements and understands such reporting may include identifiable information related to both the Applicant and the Trainee?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9302

Does the Applicant attest that the application was developed by the Applicant after it conducted an assessment of its training needs of employees in low and middle-skills occupations?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9303

Does the Applicant attest that the trainees targeted under this application are existing employees of the business, not independent contractors or contract employees?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9304

Does the Applicant attest that training will take place on company time and trainees will be paid wages at no less than their normal rate of pay while they attend training?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9265

Does the Applicant attest that it will not charge or expect any trainee served under this proposed training program to pay any tuition charges or other fees?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_8749

Does the Applicant attest its understanding that all Applicants must register in the Grants Gateway system (<https://grantsmanagement.ny.gov>) before application submission?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9412

Does the Applicant attest its understanding that all private, non-governmental NFP organizations must prequalify before application submission and must be in an acceptable pre-qualification status in the Grants Gateway system (<https://grantsmanagement.ny.gov>)?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9305

Does the Applicant attest that it is the intention of the Applicant that the employees to be trained will continue to work in NYS upon completion of the training?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9306

Does the Applicant attest that none of the funds being requested under this application will be used in the relocation of employment from facilities in other locations which will result in an employee losing his or her job at the original location?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9263

Does the Applicant attest that it will comply with New York State Labor law and Federal law for the protection of workers?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9264

Does the Applicant attest, if awarded, it will list any job openings that occur during the contract period with the New York State Department of Labor Job Bank? To place a job order, visit: <http://www.labor.ny.gov/businessservices/services/perm.shtm>.

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_928

Project Street Address: Please input the project street address (Street Number and Street Name only).

If the project has multiple locations, please input the primary street address of the project. If the project does not have a definite street address, please input the approximate street address of the project (Street Number and Street Name only).

- Question Type: Location
- Required: Yes
- Answer Type: Short Answer

### Q\_565

Project City

- Question Type: Location
- Required: Yes
- Answer Type: Short Answer

### Q\_568

Project State

- Question Type: Location
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: AA,AL,AK,AZ,AR,CA,CO,CT,DE,FL,GA,HI,ID,IL,IN,IA,KS,KY,LA,ME,MD,MA,MI,MN,MS,MO,MT,NE,NV,NH,NJ,NM,NY,NC,ND,OH,OK,OR,PA,RI,SC,SD,TN,TX,UT,VT,VA,WA,WV,WI,WY,AS,DC,FM,GU,MH,MP,PW,PR,VI
- Default Answer: AA

### Q\_972

Project county or counties.

- Question Type: Location
- Required: Yes
- Answer Type: NYS County Multiple Choice

### Q\_1034

Project ZIP Code. (please use ZIP+4 if known)

- Question Type: Location
- Required: Yes
- Answer Type: Short Answer
- Question Requirements:

To locate a Zip Code, click [HERE](#)

## Q\_549

Type of Applicant (select all that apply)

- Question Type: Basic
- Required: Yes
- Answer Type: Multi Choice
- Choice Options: Federal, State, County, City, Town, Village, Tribal, School District, County or Town Improvement District, District Corporation, For-Profit, Not-For-Profit, Individual, S Corporation, C Corporation, IDA, LDC, LLC, LLP, Public Authority, Public Benefit Corp, Sole-Proprietorship, BID, LP, Boards Of Cooperative Educational Services (BOCES), Fire District, Regional Planning and Development Board, Public Library, Association Library, College/University/Community College

## Q\_12603

Is the applicant a DBA?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.  
1. If Yes is selected then Q\_550 will be displayed

## Q\_550

What is the applicant's DBA name?

- Question Type: Basic
- Required: No
- Answer Type: Short Answer
- This is a conditional question based on the answer to [Q\\_12603](#). This question displays when selecting the answer: "Yes"

## Q\_556

Select an applicant ID type from the list below that you normally use to identify your organization on application forms.

- Question Type: Basic
- Required: Yes
- Answer Type: Multi Choice
- Choice Options: Charity Reg #, Duns Number, Federal Tax ID Number, NYS Unemployment Insurance Tax Number, NYS Vendor Identification Number (SFS), Employee Identification Number (EIN), Unique Entity Identifier (UEI)
- Question Requirements:

Applicants will be required to provide the specified ID number upon request by the funding agencies.

## Q\_2655

Based on your selection from the previous question, enter the associated ID number.

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

## Q\_546

Organization Legal Name

- Question Header: Applicant Information
- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer
- Question Requirements:

If applying in the name of a business please type in the name as it appears on your business papers. If applying as an individual insert your name here.

## Q\_5416

Applicant First Name

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

## Q\_5417

Applicant Last Name

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

## Q\_551

Applicant Street Address

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

## Q\_552

Applicant City

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

### Q\_553

Applicant State

- Question Type: Basic
- Required: Yes
- Answer Type: State Dropdown

### Q\_554

Applicant ZIP Code. (please use ZIP+4 if known)

- Question Type: Basic
- Required: Yes
- Answer Type: Long Answer
- Characters: 5 - 10
- Question Requirements:  
To look up a zip code, click [HERE](#).

### Q\_651

Applicant Telephone Number (please include area code)

- Question Type: Basic
- Required: Yes
- Answer Type: Phone

### Q\_555

Applicant Email Address

- Question Type: Basic
- Required: Yes
- Answer Type: Email

### Q\_4199

Please select the primary sector or characterization that best defines this project.

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Historic Preservation, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Recreation, Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development, Business Development, Technology Commercialization

### Q\_4198

Please select the secondary sector or characterization that best defines this project.

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Historic Preservation, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development, Business Development, Technology Commercialization

### Q\_575

Project Description. Concisely describe the project, indicating the location, what will be planned, designed, acquired, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables. Additional details will be collected later in the application process.

- Question Header: Project Description
- Question Type: Basic
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 1200
- Question Requirements: Please includes details relevant to all programs on this application. Programs on this application are: { {program\_list} }

### Q\_9527

Does your project advance downtown revitalization and strategic community investment?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

Priority consideration may be given to proposals which demonstrate they will advance downtown revitalization and strategic place making through transformative housing, economic development, transportation and community projects that will attract and retain residents, visitors and businesses - creating dynamic neighborhoods where tomorrow's workforce will want to live, work, and raise a family. Projects should reflect the general principles of smart growth and sustainable development. For more information, please review the [Downtown Revitalization Initiative](#) and [REDC Guidebook](#).

### Q\_9528

If Yes, please detail how it will advance downtown revitalization and strategic community investment.

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 750
- Question Requirements:

Priority consideration may be given to proposals which demonstrate they will advance downtown revitalization and strategic place making through transformative housing, economic development, transportation and community projects that will attract and retain residents, visitors and businesses - creating dynamic neighborhoods where tomorrow's workforce will want to live, work, and raise a family. Projects should reflect the general principles of smart growth and sustainable development. For more information, please review the [Downtown Revitalization Initiative](#) and [REDC Guidebook](#).

### Q\_9529

Does your project improve access to child care?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

Despite record investments in child care, many New Yorkers still struggle to access high quality child care. This issue forces families to choose between quality child care and employment or places families in the position to use unlicensed child care providers. Applicants should provide any information about their project that works to improve access to child care. For more information, please review the [REDC Guidebook](#).

### Q\_9530

If Yes, please detail how it will improve access to child care.

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 750
- Question Requirements:

Despite record investments in child care, many New Yorkers still struggle to access high quality child care. This issue forces families to choose between quality child care and employment or places families in the position to use unlicensed child care providers. Applicants should provide any information about their project that works to improve access to child care. For more information, please review the [REDC Guidebook](#).

### Q\_9531

Does your project incorporate environmental justice practices?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

Environmental justice means the fair treatment and meaningful involvement of all people regardless of race, color, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. As we transition to a greener economy, it is imperative that no subset of the population be marginalized or left behind. Applicants should provide any information about how their project actively works to address these issues. For more information, please review the [REDC Guidebook](#).

### Q\_9532

If Yes, please detail how it will incorporate environmental justice practices.

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 750
- Question Requirements:

Environmental justice means the fair treatment and meaningful involvement of all people regardless of race, color, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. As we transition to a greener economy, it is imperative that no subset of the population be marginalized or left behind. Applicants should provide any information about how their project actively works to address these issues. For more information, please review the [REDC Guidebook](#).

### Q\_3762

Does your project directly address the needs of people in your region who are living in poverty and who seek resources for inclusion in the economic life of New York State?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
  1. If Yes is selected then these questions will be displayed:
    - [Q\\_3763](#)
    - [Q\\_3764](#)
- Question Requirements:

In 2013 Regional Councils developed Opportunity Agendas to ensure poor communities were included in the economic revitalization spurred by the work and the funding of the Regional Economic Development Councils. Whether they are workforce skills training and job linkage programs to opportunities created by REDC priority projects, infrastructure improvements eliminating restrictions to economic growth in these areas, social services to address challenges facing the long-term unemployed, or transportation assistance to reach newly created jobs, each Opportunity Agenda seeks to bolster economic productivity across New York State by helping these communities overcome barriers to economic success.

Please review your region's Opportunity Agenda by clicking on the appropriate link below, and explain how your project would use state dollars to eliminate barriers to the skilled labor market for unemployed and underemployed individuals living in poverty in your region. Please describe how your project relies, if at all, on collaboration at the local or regional level (i.e. public, private, labor, philanthropic sectors).

#### **OPPORTUNITY AGENDA:**

[North Country Long Island](#)  
[Mohawk Valley Southern Tier](#)  
[Capital Region Central New York](#)  
[Mid-Hudson Finger Lakes](#)  
[New York City Western New York](#)

### Q\_3763

How does your project seek to apply CFA funds for the purpose of eliminating barriers to skilled employment by poor people in your region, as identified by the Opportunity Agenda? Please describe any efforts to collaborate at the local or regional level (i.e. public, private, labor, philanthropic sectors).

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 850
- This is a conditional question based on the answer to [Q\\_3762](#). This question displays when selecting the answer: "Yes"
- Question Requirements:

In 2013 Regional Councils developed Opportunity Agendas to ensure poor communities were included in the economic revitalization spurred by the work and the funding of the Regional Economic Development Councils. Whether they are workforce skills training and job linkage programs to opportunities created by REDC priority projects, infrastructure improvements eliminating restrictions to economic growth in these areas, social services to address challenges facing the long-term unemployed, or transportation assistance to reach newly created jobs, each Opportunity Agenda seeks to bolster economic productivity across New York State by helping these communities overcome barriers to economic success.

Please review your region's Opportunity Agenda by clicking on the appropriate link below, and explain how your project would use state dollars to eliminate barriers to the skilled labor market for unemployed and underemployed individuals living in poverty in your region. Please describe how your project relies, if at all, on collaboration at the local or regional level (i.e. public, private, labor, philanthropic sectors).

#### **OPPORTUNITY AGENDA:**

[North Country Long Island](#)  
[Mohawk Valley Southern Tier](#)  
[Capital Region Central New York](#)  
[Mid-Hudson Finger Lakes](#)  
[New York City Western New York](#)

### Q\_4200

Does your project provide opportunities for Veterans' to participate in the workforce, or improve services to the Veterans' and military families in New York?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
  1. If Yes is selected then [Q\\_4201](#) will be displayed
- Question Requirements:

### Q\_4201

If Yes, please explain how your project impacts the Veterans' and military families in New York.

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 750
- This is a conditional question based on the answer to [Q\\_4200](#). This question displays when selecting the answer: "Yes"
- Question Requirements:

### Q\_12606

Does this project require State and/or Federal Environmental Review?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
  1. If Yes is selected then these questions will be displayed:
    - [Q\\_12364](#)
    - [Q\\_12607](#)

### Q\_12607

Please indicate the lead agency (if applicable).

- Question Type: Basic
- Required: No
- Answer Type: Short Answer
- This is a conditional question based on the answer to [Q\\_12606](#). This question displays when selecting the answer: "Yes"

### Q\_13106

Provide a brief summary of the need for the project in the geographic area proposed, the project's financing needs, including funding gaps and, where applicable, describe the additional short and long term jobs that will be created through the development of the proposed project.

- Question Type: WDI
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any

### Q\_13103

Please identify the ways in which this project will advance the Regional Council's strategic plan for workforce. Please provide specific details, including how this project will address the workforce problems and opportunities faced in the region.

- Question Type: WDI
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any

### Q\_13105

Explain your strategy for proceeding if the full amount of requested funding, required matching funds, and temporary financing are not secured as expected, or committed sources become unavailable.

- Question Type: WDI
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: any

### Q\_13104

If funding was awarded in prior WDI rounds, what were the CFA numbers for which funding was awarded? (separate multiple CFA numbers with commas)

- Question Type: WDI
- Required: No
- Answer Type: Short Answer

### Q\_10195

Please provide any letters of support for the project.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment

### Q\_12466

Master Training List (MTL). Download the attachment from the following link and submit as an Excel spreadsheet.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

### Q\_12467

Work Plan Attachment (Required). Download the attachment from the following link and submit as a PDF.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

### Q\_12468

Detailed Budget Attachment (Required). Download the attachment from the following link and submit as an Excel spreadsheet.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

### Q\_12469

Cost Comparison Worksheet (Required Attachment). Download the attachment from the following link and submit as a PDF.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

### Q\_12470

Key Contacts (Required Attachment). Download the attachment from the following link and submit as an Excel spreadsheet.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

### **Q\_12471**

Application for Competitively Bid Contract (Required Attachment). Download the attachment from the following link and submit as a PDF, with original signatures.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

All bidders must complete this document and upload it as a pdf attachment to the proposal. Please note that uploading blank, incomplete or unsigned attachments to the application may result in disqualification.

### **Q\_12472**

Vendor Responsibility- Applicant Questionnaire (Required). Download the attachment from the following link and submit as a PDF, with original signatures.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

### **Q\_12473**

Executive Order 177 Certification (Required Attachment). Download the attachment from the following link and submit as a PDF, with original signatures.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

### **Q\_12474**

MWBE and EEO Policy Statement (MWBE-1 Required Attachment). Download the attachment from the following link and submit as a PDF, with original signatures.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

### **Q\_12475**

Equal Employment Opportunity Staffing Plan (MWBE-2 Required Attachment). Download the attachment from the following link and submit as a PDF, with original signatures.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

### **Q\_12482**

MWBE Utilization Plan (MWBE-4). Download the attachment from the following link and submit as a PDF, with original signatures.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

### **Q\_12477**

Application for Waiver of MWBE Participation Goals (Attachment MWBE-5). Required attachment for Applicants requesting \$25,000 or more in grant funds and if MWBE participation is anticipated to be less than 15% in MBE and/or 15% WBE. Download the attachment from the following link and submit as a PDF, with original signatures.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment

### **Q\_12478**

SDVOB 100- Utilization Plan (SDVOB 1 Required Attachment). Download the attachment from the following link and submit as a PDF, with original signatures.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

### **Q\_12479**

SDVOB 200 - Application for Waiver of SDVOB Participation Goal (SDVOB-3 Required Attachment for Applicants requesting \$25,000 or more in grant funds and if SDVOB participation is anticipated to be less than 6%). Submit in Word format with original signatures.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Question Requirements:

### **Q\_9096**

Please provide a detailed description of the project. Include details like the sector and industry the project will impact; workforce populations being targeted; method of delivering services; and curriculum needed.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000

### **Q\_9098**

Please identify the ways in which this project will advance the Regional Council's strategic plan for workforce. Please provide specific details, including how this project will address the workforce problems and opportunities faced in the region.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000
- Question Requirements:

For more information on each region's strategic plan, visit [regionalcouncils.ny.gov](http://regionalcouncils.ny.gov)

### Q\_9099

Please describe the readiness of the project with a specific timeline, outlining the milestones from the project start to its completion.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000

### Q\_12415

Please identify the project partners and/or regional partners, including the project leader and others involved in the implementation of the project. Please be specific about the role of each partner and whether participation is assured.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000

### Q\_9101

Have you ever formally presented this project or components of this project to the Regional Economic Development Council? Please provide details, including round number and funding amount, if applicable.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000

### Q\_13097

What will be the final outcome for project participants, including where applicable, number of individuals placed into jobs, number of individuals promoted, wage increases, credentials earned, or other outcomes?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2500

### Q\_10156

Has your organization or any proposal partners engaged in workforce development programs in the past? If so, what have been your successes?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 750

### Q\_10157

How many individuals will you seek to place into jobs following completion of the workforce development program?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 750

### Q\_13098

What additional funding will be provided to this project (Please enter the amount and the source/a description.)

- Question Type: Standard Question
- Required: No
- Answer Type: Money

### Q\_13100

Will this project create or retain permanent jobs? If yes, please describe.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 1 - 2500

### Q\_13101

What targets and measures of performance will be used to measure project success?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 1 - 2000

### Q\_13102

How many individuals are expected to participate in this project?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000

### Q\_2950

Enter your Federal Employer Identification Number (FEIN).

- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer
- Question Requirements:

A Federal Employer Identification Number (also known as an Employer Identification Number or EIN) is the corporate equivalent to a Social Security Number, although it is issued to anyone, including individuals, who has to pay withholding taxes on employees. Also known as the Tax Identification Number (TIN) or the Federal Tax Identification Number, the FEIN is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification.

### Q\_9386



Indicate the priority industry the proposed program of training will serve. For information regarding priority industries by region, please see Section III.C.3 or the PIR attachment of the RFA.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: Accommodation, Administrative and support services, Ambulatory health care services, Amusements gambling and recreation, Building material and garden supply stores, Chemical Manufacturing, Computer and Electronic Product Manufacturing, Construction of buildings, Credit intermediation and related activities, Educational Services, Electrical Equipment and Appliance Manufacturing, Fabricated Metal Product Manufacturing, Food Manufacturing, Food services and drinking places, General merchandise stores, Heavy and Civil Engineering Construction, Hospitals, Insurance Carriers and Related Activities, Machinery Manufacturing, Management of Companies and Enterprises, Membership associations and organizations, Merchant Wholesalers Durable Goods, Merchant Wholesalers Nondurable Goods, Motion picture and sound recording industries, Nonstore retailers, Nursing and Residential Care Facilities, Other information services, Personal and laundry services, Professional Scientific and Technical Services, Public Administration, Securities commodity contracts investments, Social Assistance, Specialty Trade Contractors, Transportation Equipment Manufacturing, Truck Transportation, Warehousing and Storage, None of the Above
- Question Requirements:  
For additional details see the Request for Application at the [www.labor.ny.gov/cfa](http://www.labor.ny.gov/cfa)

### Q\_12376

Describe in detail the compelling need for the proposed training program within the current state of the local/regional industry and economy.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 1000

### Q\_12380

Explain with specificity the need for existing employees to gain the occupational skills proposed by the training program.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 1000

### Q\_12377

Describe how the proposed training program will:

- Lead to advancement or retention of trainees in middle-skills occupations;
- Assist in skills upgrades and retention of the trainees; and
- Improve the productivity of trainees

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 1000

### Q\_12461

Indicate a single project county to which the majority of the proposed program of training will serve. For information regarding target geography, refer to Section III.C.4 of the RFA.

- Question Type: Standard Question
- Required: Yes
- Answer Type: NYS County Single Choice
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9417

Indicate the exact number of trainees who will be trained under this application.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Integer
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9274

Describe with specificity the characteristics of the trainees (i.e. knowledge, abilities, skills, or educational levels, etc.).

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any
- Question Requirements:

For additional details see the Request for Application at the [www.labor.ny.gov/cfa](http://www.labor.ny.gov/cfa).

### Q\_12381

Provide titles and full descriptions of every occupational skills training course in the proposed training program, including:

- A description of the occupational skills training curriculum, including:
  - The educational strategy for each occupational skills training course listed in the MTL (i.e., classroom training, distance learning, etc.);
  - The materials to be used for each course (i.e., textbooks, presentations, guest speakers, etc.); and
  - The duration for each course proposed (i.e., the number of weeks and total number of hours for each course).
- A detailed list of occupational skills the trainees will acquire for each occupational skills training course;
- A description of how the applicant will assess the attainment of the trainees' occupational skills during the training course (i.e., quizzes, tests, presentations, etc.); and
- A description of how the educational strategy takes into account the relevant characteristics (i.e., knowledge, skills, abilities, etc.) of the trainees as described in the prior question (Q\_9274).

For the definition of occupational skills training course and the exclusion of unallowable stand-alone trainings, see the Program Services Section (III.C.) of the RFA.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: any

### Q\_12382

Clearly identify the methods by which input was solicited from trainees in developing the occupational skills training program (i.e., they indicated they wanted the specific training, a survey was provided to employees, etc.).

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 1000

### Q\_12383

Provide in detail how the information gained from the occupational skills training will be disseminated to others in the organization (i.e., those who do not participate in the training but could still benefit from the information learned).

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 1000

### Q\_12384

Describe how the occupational skills, as detailed in Q\_12381(ii), to be acquired by the trainees are recognized and transferable, either industry-wide or used across multiple industries. If the skills are used across multiple industries, list those industries.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 1000

### Q\_12385

Describe the educational component of the proposed training program that will educate the trainees about career development within or across the industries described in the prior question (Q\_12384), including the credential(s) or opportunities for advancement, if applicable. For details see Program Services (Section II.2.) of the RFA.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 1000

### Q\_12386

Provide the name, description(s), and the national accreditation or third-party issuer of the specific credential the trainees will receive at the conclusion of the training. For the definition of credential see the Program Services Section (IIIC.) and Section VII of the RFA.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 1000

### Q\_12379

Has the Applicant provided a similar occupational skills training program in the past?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
  1. If **No** is selected then these questions will be displayed:
    - [Q\\_12391](#)
    - [Q\\_12392](#)
  2. If **Yes** is selected then these questions will be displayed:
    - [Q\\_12378](#)
    - [Q\\_12390](#)
- Question Requirements:

For additional details see the Request for Application at the [www.labor.ny.gov/cfa](http://www.labor.ny.gov/cfa).

### Q\_12378

Provide the percentage of trainees from prior Applicant-sponsored occupational training course(s) that attained a credential. For a definition of credential see the Program Services section (IIIC.2.) and section VII of the RFA.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Multi Choice
- Choice Options: 0% to 25%, 25.01 to 75%, 75.01% to 100%
- This is a conditional question based on the answer to [Q\\_12379](#). This question displays when selecting the answer: "Yes"
- Question Requirements:

For additional details see the Request for Application at the [www.labor.ny.gov/cfa](http://www.labor.ny.gov/cfa).

### Q\_12390

Provide the percentage of trainees from prior Applicant-sponsored occupational training course(s) that were retained in employment for at least a year.

- Question Type: Standard Question
- Required: No
- Answer Type: Multi Choice
- Choice Options: Percentages of 0% to 25%, 25.01% to 75%, 75.01% to 100%
- This is a conditional question based on the answer to [Q\\_12379](#). This question displays when selecting the answer: "Yes"

### Q\_12391

Provide the estimated percentage of trainees who will attain a credential from the occupational skills training course(s).

- Question Type: Standard Question
- Required: Yes
- Answer Type: Multi Choice
- Choice Options: Percentages of 0% to 25%, 25.01% to 75%, 75.01% to 100%
- This is a conditional question based on the answer to [Q\\_12379](#). This question displays when selecting the answer: "No"

### Q\_12392

Provide the estimated percentage of trainees who will be retained in employment for at least a year.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Multi Choice
- Choice Options: Percentages of 0% to 25%, 25.01% to 75%, 75.01% to 100%
- This is a conditional question based on the answer to [Q\\_12379](#). This question displays when selecting the answer: "No"

### Q\_9287

Describe how the Applicant will evaluate that the skills learned by the trainees, due to the proposed program, will be implemented in their work.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any
- Question Requirements:

### Q\_13114

Select the geographical area where the proposed program is offered.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Single Choice Radio Button
- Choice Options: New York City/Long Island/Westchester County, The rest of New York
- This is a conditional question.
  1. If **New York City/Long Island/Westchester County** is selected then **Q\_13115** will be displayed
  2. If **The rest of New York** is selected then **Q\_13116** will be displayed

### Q\_13115

Select the average hourly wage the majority (51% or more) of trainees will receive upon completion of the occupational skills training course(s).

- Question Type: Standard Question
- Required: Yes
- Answer Type: Multi Choice
- Choice Options: Minimum wage (\$15.00) to \$16.50, \$16.51 to \$18.00, \$18.01 to \$19.50, \$19.51 and up
- This is a conditional question based on the answer to [Q\\_13114](#). This question displays when selecting the answer: "New York City/Long Island/Westchester County"

### Q\_13116

Select the average hourly wage the majority (51% or more) of trainees will receive upon completion of the occupational skills training course(s).

- Question Type: Standard Question
- Required: Yes
- Answer Type: Multi Choice
- Choice Options: Minimum wage (\$14.00) to \$15.50, \$15.51 to \$17.00, \$17.01 to \$18.50, \$18.51 and up
- This is a conditional question based on the answer to [Q\\_13114](#). This question displays when selecting the answer: "The rest of New York"

### Q\_12465

Indicate the required leverage funding percentage as determined by the response to Q\_9418 and the sliding scale rates defined in Section II.C.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: 10% for Bidders with 50 or less employees, 25% for Bidders with 100 or less employees, 50% for Bidders with more than 100 employees
- Question Requirements:

For additional details see the Request for Application at the [www.labor.ny.gov/cfa](http://www.labor.ny.gov/cfa)

### Q\_9418

Identify the number of full time equivalent (FTE) workers currently employed by the applicant business.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: No employees, 1 employee, 2 - 5 employees, 6 - 20 employees, 21 - 50 employees, 51 - 100 employees, 101 - 1000 employees, More than 1000 employees
- Question Requirements:

For details of the Request for Applications, go to <https://labor.ny.gov/cfa/>

### Q\_9291

How many years has the Applicant offered similar occupational skills training or service?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Single Choice Radio Button
- Choice Options: Less than 1 year, 1 to 2 years, 3 or more years

### Q\_9293

What is the Applicant's annual revenue?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Money
- Question Requirements:

For additional details see the Request for Application at the [www.labor.ny.gov/cfa](http://www.labor.ny.gov/cfa).

### Q\_12417

Applicants must acknowledge that they have reviewed the following informational attachments prior to the submission of the application.

- 1) [Appendix - Existing Employee Training Request for Application](#)
- 2) [Appendix - Grants Gateway Prerequisite Requirement](#)
- 3) [Appendix - O\\*NET and Job Zone Information](#)
- 4) [Appendix - Priority Industries by Region](#)
- 5) [Appendix - WIOA Partner Contact Information](#)
- 6) [Appendix - Standard Clauses for all NYS Contracts](#)
- 7) [Appendix - Combined Terms and Conditions](#)
- 8) [Appendix - General Information for Successful Bidders/Applicants](#)
- 9) [Appendix - Master Contract](#)
- 10) [Appendix - WIOA References](#)
- 11) [Appendix - Minority and Women-Owned Business Enterprises \(MWBE\) and Equal Employment Opportunity \(EEO\) Requirements and Procedures](#)
- 12) [Appendix - EEO 101 - Workforce Utilization Report](#)
- 13) [Appendix - MWBE 105 - MWBE Quarterly Compliance Report](#)
- 14) [Appendix - Service-Disabled Veteran-Owned Businesses \(SDVOB\) Requirements and Procedures](#)
- 15) [Appendix - SDVOB 101 - SDVOB Monthly Compliance Report](#)

- Question Type: Standard Question
- Required: Yes
- Answer Type: Yes/No

### Q\_1038

By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

- Question Type: Certification
- Required: Yes
- Answer Type: Short Answer

#### Q\_1037

By entering your name in the box below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

- Question Header: General Certifications
- Question Type: Certification
- Required: Yes
- Answer Type: Short Answer